

*In the Name of Allah*

Name: Zabi ullah

ID: 16571

Dep : MMC

Instructor; Rizwana Iqbal

Q1. Find an ad for a position in your interest. Use newspaper help wanted ads or a listing from your school's placement service . On the basis of the end ad , decide which of your skills and experience you should discuss to convince the firm that you are the person for the job. Create traditional resume.

Answer :

**Name:Zabi ullah**

**Phone: 0911111111**

**Address: canal road kfc**

**Email: [khan70@gmail.com](mailto:khan70@gmail.com)**

**Objective:** To enhance my knowledge, skills and experience by getting involved in challenging work environment and utilize them for personal experience.

**Academic Qualification:**

Bachelors of Arts in history

Peshawar University

GPA 3.6 /4.0

HSC from PEF college with (90%)

SSC from police public school with (80%)

**Teaching Skills**

student Assessments

class motivation

Classroom administration

Interactive learning

Coursework design

Computer skills

MS Word

### **Teaching Achievements**

Created history day at school that was used as a model for all schools in the district. Which was a good experience for students to learn history more enjoyable.

Q2. Write a paragraph about a concept you know well about Technical Writing Style. Use as many Nominalizations, Employ Parallelism and Passive voice combinations as you can. Then rewrite it by eliminating all those construction..?

Answer ::

Technical writing report: Technical communication is a field that focus on provide information to users who need assistance to a compiles at define goals or task. The purpose of technical communication not entertainment .The focus of communication to assist who need a specific information on using products equipment and completing other types of activities .Writing communication done the job especially in the fields with specialize vocabulary, such as science engineering technology and the health science

Hppt: grammer.about.com

- Nominalizations

Using too many nominalization verbs turned into nouns by adding a suffix such as-ion-ity,- ment, or-ness ,nominalization weaken sentences by presenting the action as static noun rather then as an active verb.these sentence often eliminate a sense of agent, thus making the idea harder for a reader to grasp.

Express the-true action in your sentence with strong verbs. Almost all computer styles checkers flag nominalizations

- Static : The training policy for that most personal will have the requirement of the completion of an initial one week seminar
- Active: The training policy will require most personnel to complete a one –week seminar
- Static : There will be costs for the installation of this machine in vicinity of \$10,000.
- Active : we can install this machine for about \$10,000. The machine will cost \$10,000. Install
- **Construction:**

Nominalizes in are divided into primary and secondary sets, while nominalization-based constructions are divided into two types: nominalized clauses and clausal nominalizations. Both primary and secondary nominalizers help form nominalized clauses, which are uninflected, exhibit a genitive subject, and enter into nominal complement and relative clause constructions. Clausal nominalizations are formed by primary nominalizes only, may be inflected, exhibit a nominative subject, and in general take on a more main clause-like structure and set of functions. Following this basic description, the diachronic origins of Galo nominalizers are discussed, and the Galo forms and patterns are situated in terms of a broader typology of nominalization in Tibeto-Burman.

**Element:** Nominalizations are nouns that are created from adjectives (words that describe nouns) or verbs (action words). For example, “interference” is a nominalization of “interfere,” “decision” is a nominalization of “decide,” and “argument” is a nominalization of “argue.”

- **Employ Parallelism :**

Using parallelisms means to use similar structure for smellier elements. Careful writers use parallel structure for coordinate elements, elements wuth equal value in a sentence. Coordinate elements are connected by coordinating conjunctions (and, but, or, nor, nor, for, yet, so) or are words ,phrase, or clauses that appear in a series .In the following sentence ,the italicized words make up a series .

If coordinate elements in a sentence are not treated in the same way, the sentence is awkward and confusing

- Faulty : Managers guarantee that they will replace the old system and to consider the new proposal
- Parallel : Managers guarantee that they will replace the old system and that they will consider the new proposal
- Faulty: Typical writing situations include proposals, The sending of electric mail, and how to update the system
- Parallel: Typical writing situations include editing proposal, sending electronic mail, and updating the system

**Element :** Writers use parallel grammatical elements within one sentence or, more broadly, between and among different sentences in a paragraph, for effect: to emphasize ideas or themes, suggest connections, or highlight contrasts, all while adding rhythm to the structure of their expression

**Construction:** Parallelism is the use of components in a sentence that are grammatically the same; or similar in their construction, sound, meaning, or meter. ... This method adds balance and rhythm to sentences, giving ideas a smoother flow and thus persuasiveness, because of the repetition it employs

### **Passive voice:**

A passive voice construction is a grammatical voice construction that is found in many languages. In a clause with passive voice, the grammatical subject expresses the theme or patient of the main verb – that is, the person or thing that undergoes the action or has its state changed.

### **Element:**

In a passive sentence, the subject does not take any action. For example, The paper will be published by Neuron is a passive sentence. The subject is the paper, which isn't doing anything.

...

To be passive, a sentence must contain the following three things:

- A form of the verb to be.
- A past participle.
- A real or implied by.

**Construction:** A passive construction occurs when you make the object of an action into the subject of a sentence. That is, whoever or whatever is performing the action is not the grammatical subject of the sentence. .... Instead, the road is the grammatical subject.

## Analyse a Web Site to determine how it fills the characteristics of Technical Writing?

### Answer:

Technical writing also called technical writing refers commonly done and the verb is common technical, Documents, resuming memos, instruction and direction, each of these documents follow very specific rules for formats and composition taken from [www.slideshane.net](http://www.slideshane.net)

### Characteristics:

Technical writing just any term of writing, has certain characteristics which deferent from other type of writing. It is very different from writing opinion, easy, pros, nonfiction. It is clear and stick forward if a person interested in technical writing for professional it is very important to know that this type of writing required. That the writing stick to the matter subject and rely information a clear and consist manner .The language is very direct and stick to the point. The writing will avoid words that people not understand and will avoid writing style. Its very detail and information writing a tax box .the writing content it most tax books are geared to providing information by distancing the subject matter as fully as possible. Knowing the character tics of technical writing is very important. There are many deferent types of writing and each type has a purpose. Its very structure. This type of writing has a very abuse composition that makes easily for the reader to follow alone. Solved is needed with technical writing as it allows the audience to easily access the information needed.